

DEPARTMENT OF WORKFORCE DEVELOPMENT  
DIVISION OF ECONOMIC SUPPORT  
ADMINISTRATOR'S MEMO SERIES

ACTION: 99-11

ISSUE DATE: 6/8/99  
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RE: YEAR 2000 COMPLIANCE

To: Child Support Agency Directors  
County Department of Human Services Directors  
County Department of Social Services Directors  
County Economic Support Managers/Supervisors  
Tribal Chairpersons/Human Services Facilitators  
Tribal Economic Support Directors  
W-2 Agency Directors

From: J. Jean Rogers /s/  
Administrator

As a matter of prudent management operations, all DES contractors should be aware that the approach of the year 2000, and its potential effect on noncompliant computers or other date-sensitive devices, is a potential threat to your continued ability to fulfill the requirements of your contracts with this department. In addition, the 1999 Income Maintenance and Child Support Agency contracts contain a specific requirement that the contracting agency comply with the Department's Year 2000 (Y2K) compliance procedures. The current W-2 contracts do not contain such a specific reference, but the RFP for the 2000-2001 W-2 contracts will require a demonstration of Y2K compliance.

The Department's definition of "year 2000 compliance" is:

- (a). No value for current date (today's date as known to the hardware, software or electronic equipment) will cause any interruption in operation; and,
- (b). Date-based functions will be handled correctly and consistently for all dates before, during and after the year 2000. This means that all hardware, software and electronic equipment must calculate, manipulate and represent all dates correctly for the purposes for which they were intended and includes the correct specification of the century and the recognition of the year 2000 as a leap year.

Accordingly, in order to ensure that all agencies will be able to continue operating in accordance with their state contract as the year 2000 approaches, all agencies are required to conduct standard Year 2000 (Y2K) compliance activities in relation to personal computers, the information technology (IT) network, the agency IT systems that support agency programs, and the buildings used for agency programs.

These activities include:

1. Assessment of agency facilities, equipment, software and systems for compliance;
2. Renovation or replacement of facilities, equipment, software and systems in accordance with the results of the assessment;
3. Testing after renovation or replacement; and,
4. Contingency planning, including cooperation with DWD contingency planning, and any other necessary activities to assure program access for applicants and participants. A subsequent Administrator's Memo will be issued which details the Department's specific requirements for local agency contingency plans.

The Wisconsin Department of Administration has produced a manual for year 2000 compliance which may be found at the following Internet site: <http://www.y2k.state.wi.us/> (see the headings on "information for local governments" and "information for businesses"). In addition, DWD has information for our partners at this Internet site: <http://www.dwd.state.wi.us/y2k/>.

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